

ADP Control
Office

ODP-81-1255
21 September 1981

MEMORANDUM FOR: ADP Control Officers

25X1 FROM :
Security Officer, ODP

SUBJECT : Change of Passwords for the Ruffing Center
VM System

REFERENCE : Memo for ADP Control Officers fm. SO/ODP dtd
11 August 1981 Subject: Verification of Users
of the VM System

1. User passwords for the ODP interactive system (VM 370)
will be changed as of 0700 hours 15 October 1981.

2. Attached to this memorandum is a list of VM users in
your office, and envelopes with new passwords. The new passwords
are to be distributed unopened to the users in your office by you
or your designee. Each user must sign for his/her new password
on the signature line provided on the user listing. New users
who have received their Userid after 15 October 1981 will not
have their password changed. If there is a user in your office
that did not receive a new password, please contact Customer
25X1 Services Staff, extension

3. The user listing, unissued unopened password envelopes
and this memorandum signed by you must be returned to the
undersigned after all valid users have received their passwords
but no later than 15 December 1981. If they are not returned,
the users from that office will be deleted from the VM system as
of 0700 hours, 15 December 1981. After this date, users will
have to resubmit the necessary form requesting a password and
they will be required to come to Customer Services, ODP, for the
issue of the password. This is necessary to ensure security
authentication of the VM system.

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4. After the new passwords have been distributed to personnel in your office, please sign the certification line on this form and return the items requested in paragraph 3 above.

5. Contact the undersigned on extension if additional information is required.

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att: a/s

This is to certify that the VM passwords for personnel in this office were distributed to the proper personnel.

ADP Control Officer

25X1 ODP/RJW/Jal () (21Sept81) (vm-passwd)

DISTRIBUTION:

ORIGINAL & 1 - ADDRESSEE
2 - O/D/ODP
1 - MS CHRONO
1 - MS SUBJ.FILE
1 - ODP Security Officer
2 - ODP REGISTRY

SECRET